

VILLAGE OF BERRIEN SPRINGS

COUNCIL PAY DATES

2016

The Council receives pay once a month for the previous month's council meetings, committee meetings and council workshops attended. This pay date falls on the first monthly payroll of the Village employees who are paid bi-weekly.

Council 2016 Pay Dates:

January 07, 2016

February 04, 2016

March 03, 2016

April 14, 2016

May 12, 2016

June 09, 2016

July 07, 2016

August 04, 2016

September 01, 2016

October 13, 2016

November 10, 2016

December 08, 2016

(Updated 10-27-15)

COUNCIL MEMBERS 2016

MILTON RICHTER, PRESIDENT

411 South Main

Phone: 473-6441

Appointed 11/05/07 to complete Bill Dustin's Trustee Position

Re-elected 09/15/2009

Appointed as Village President 09/07/2010 (to complete Bill Dustin's term)

Term (Expires 11/2016).

JAMES K. ALLRED

212 South Main Street

Phone 471-3712

Appointed: May 07, 2007 (to complete Bob Caulpetzer's Trustee Term)

Elected to four year Trustee Term 09/11/2007

Expires: (09/2015) extended to 11/2016 due to Village Election Changes.

BARRY W. GRAVITT

Phone: (269) 471-7346

305 S. Cass Street

Appointed November 16, 2009 to fill vacancy left by Deborah Paul not running for re-election.

Term (Expires 09/2015) extended to 11/2016 due to Village Election Changes.

LONNA JOHNSON

Phone: (269) 635-2919

312 South Main Street

Appointed June 11, 2012 to fill vacancy left by Scott Cowgill who resigned.

Term (Expires 11/2018).

LANCE J. PARRISH

Phone: (269) 208-5734

626 North Main Street

Appointed November 1, 2010 to fill vacancy created when Bill Dustin became Public Works Superintendent and Milt Richter was appointed Village President.

Term (Expires 11/2018).

CLAUDIA M. RUPPEL

Phone: (602) 380-5618

308 Park

Appointed 02/15/2016 to fill vacancy created by the death of Trustee Bob Caulpezer.

Term (Expires 11/2016)

SANDRA SWARTZ

413 Lake Street

Phone 473-6106

On council since 2/2000

Term (expires 11/2018)

SHERI KESTERKE, CMMC/MMC

Village Clerk

(Elected/Appointed since 03/2001)

BARBARA CLEM

Village Treasurer

(Elected/Appointed since 03/2002)

Updated 02/15/2016

2016

VILLAGE OF BERRIEN SPRINGS IMPORTANT DATES

***Committee Meetings**

To be scheduled for the second Wednesday after the first Monday of the month.

Public Utilities	5:30 p.m.
Public Properties and Ordinance	5:30 p.m.
Finance & Personnel	Approx. 6:30 p.m.
(following Public Properties & Ordinance Committee Meeting)	
Shamrock Park Committee	Approx. 6:30 p.m.
(following Public Properties & Ordinance Committee Meeting)	

***Council Meetings**

The first and third Monday of each month at 7:00 p.m.

Exception: Monday, July 4th is Fourth of July Holiday, therefore the council meeting will be Tuesday July 5th; Monday, August 15th is during fair week and therefore the council will be meeting Monday, August 22th; September 5th is Labor Day, therefore the council meeting will be Tuesday, September 6th.

***Village Holidays – Dates which the Village Hall will be closed:**

Friday, January 01, 2016	New Years Day
Friday, March 25, 2016	Good Friday
Monday, May 30, 2016	Memorial Day
Monday, July 4, 2016	Independence Day
Monday, September 5, 2016	Labor Day
Friday, November 11, 2016	Veterans Day
Thurs & Fri., November 24 & 25, 2016	Thanksgiving Holiday
Fri., Dec. 23 & Mon. Dec. 26, 2016	Christmas Holiday
Friday December 30, 2016	New Years Eve Holiday
Monday, January 02, 2017	New Years Day Holiday

Sheri Kesterke, MMC
Village Clerk
Updated 09/14/15

CONFIDENTIAL

**VILLAGE OF BERRIEN SPRINGS
COMMITTEE APPOINTMENTS 2016**

Committee Meetings: Second Wednesday after the first council meeting of each month.

PUBLIC UTILITIES – Wednesday, 5:30 p.m.

Lance Parrish - Chair
Lonna Johnson
Sandy Swartz

PUBLIC PROPERTIES & ORDINANCE – Wednesday, 5:30 p.m.

Jim Allred, Chair
Barry Gravitt
Claudia Ruppel

FINANCE AND PERSONNEL –Wednesday, 6:30 p.m. (Following P.P.O. & P.U. Committees)

Milt Richter, Chair
Barry Gravitt
Lance Parrish

SHAMROCK PARK COMMITTEE – Wednesday, 6:30 p.m. (Following P.P.O. & P.U. Committees)

Sandy Swartz - Chair
Lonna Johnson
Jim Allred

FIRE BOARD

Milt Richter
Claudia Ruppel

MEDIC I

Village Clerk Sheri Kesterke

RECREATION BOARD

Representatives: Jake Perkins (08/08); Open Position for Village Rep# 2
Reports: Lance Parrish

LIBRARY

Representatives: Deanna Jackson-Couldry 03/16; Carole Williams 3/17; Sylvia Wallace 03/18
Reports: Sandy Swartz

PARKS AND RECREATION PLANNING COMMITTEE

Representatives: PPO Committee

JOINT PLANNING COMMISSION & ZONING BOARD OF APPEALS

1 Year Term/Sandy Swartz; 2 Year Term/Barry Gravitt; 3 Year Term/Jim Allred
7th Member is Joint for a 4 Year Term/Mike Hildebrand (3 Village/3 Township and 1 Joint Member)

(Revised 02/17/2016)

**VILLAGE OF BERRIEN SPRINGS
COUNTY OF BERRIEN, MICHIGAN**

**RESOLUTION TO READOPT RULES OF PROCEDURE
FOR THE VILLAGE OF BERRIEN SPRINGS,
BERRIEN COUNTY, MICHIGAN**

At a meeting of the Village Council of the Village of Berrien Springs, Berrien County, Michigan, held in said Village Hall, located at 112 North Cass Street in the Village of Berrien Springs, on Monday, the 18th day of July, 2016, there were:

PRESENT: President Milt Richter, President Pro Tem Barry Gravitt, Trustees: Jim Allred, Lonna Johnson, Lance Parrish, Claudia Ruppel and Sandy Swartz.

ABSENT: None.

The following resolution was offered by Council Member Barry Gravitt and seconded by Council Member Lance Parrish.

NOW THEREFORE, IT IS RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF BERRIEN SPRINGS that the Rules of Procedure are hereby readopted to read as follows.

Section 1. Authority

These rules are readopted by the Council pursuant to the provisions of Article 3 of the Public Acts of 1895, as amended.

Section 2. Meetings

2.1 *Regular Schedule* - The Council shall meet on the first and third Mondays of each month in regular session. If any regularly scheduled meeting falls on one of the following legal holidays (New Years Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas Day or New Years Eve), the regular meeting shall be held on the next secular day that is not a holiday.

2.2 *Special Meetings* - The Council shall meet in special session at the call of the President or upon written request of three (3) members of the Council. Notice of special meetings shall be given to each member at least 18 hours in advance of the special meeting. Such notice shall be served personally or left at the member's usual place of residence by the Clerk or a designee. The notice shall also contain the time, place and purpose of the meeting. No business shall be transacted at any special meeting of the

Council unless the same is stated in the notice of such meeting. A special meeting may be held on shorter notice if all members of the Council are present or have waived notice thereof in writing.

2.3 *Place of Meeting* - Regularly scheduled meetings shall be held in the Village Hall. Whenever the regular meeting place of the Council shall appear to be inadequate for members of the public to attend, the President and Clerk may change the meeting to a larger facility located in the Village of Berrien Springs or the Oronoko Township Public Safety Building just outside the Village. A notice of such change shall be prominently posted on the door of the regular meeting place. The President and the Clerk shall also give notice of such change in the place of meeting in a newspaper if time permits.

2.4 *Time of Meetings* - Regular scheduled meetings shall begin at 7:00 p.m. in the evening unless the Council shall by majority vote in session set a different time. *The Council shall not begin considering any matter on the agenda not yet under consideration by the hour of 9:30 p.m. except by unanimous consent of members present. Matters on the agenda and not yet acted upon at the time of adjournment will be placed on the agenda of the next regular meeting or special meeting if one is called.* At the regular meetings of the Council, the Clerk shall post at the Village Hall within ten (10) days after the first meeting of the Council and each calendar year, a public notice stating dates, times and places of its regular meetings. For a rescheduled, regular or a special meeting of the Council, a public notice stating the date, time and place of the meeting shall be posted at least 18 hours before the meeting. However, such notice is not required for a meeting of the Council in emergency session in the event of a severe and imminent threat to the health, safety and welfare of the public when two-thirds (2/3) of the members of the Council determine that delay would be detrimental to lessen or respond to the threat.

2.5 *Change in Schedule* - Changes in the regular schedule shall not be made except upon the approval of a majority of the members in session. In the event the Council shall meet and a quorum is not present, the Council upon the action of a majority of those present, may adjourn the meeting to another day provided that proper notice to members and public is given.

2.6 *Study Sessions* - Upon the call of the President, and with appropriate notice to the Council members and to the public, the Council may convene work sessions devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion, nor shall any Council member enter into a formal commitment with another member regarding a vote to be taken subsequently.

Section 3. Public Notice of Meetings

3.1 The Clerk shall be responsible for providing the proper notice for all meetings of the Council. Such notification shall include but not necessarily be limited to the following:

1. *Regular Meetings* - The Clerk shall post a notice within ten (10) days after the first meeting of the Council in each calendar year, indicating the dates, times and places of the regular meeting schedule.

2. *Schedule Change* - Whenever the Council shall change its regular schedule of meetings, the Clerk shall post a notice of the change within three (3) days following the meeting in which the change was made.

3. *Emergency Meeting* - If the Council shall reschedule a meeting under the provisions of Rule 2.5 or call a special meeting under Rule 2.2, the Clerk shall post a notice of such change immediately and no meeting except emergency meetings shall be held until the notice shall have been posted at least 18 hours. An emergency meeting shall be held only upon the consent of four (4) members and only if a delay would threaten severe and imminent danger to the health, safety and welfare of the public.

4. *Notifications to Media and Others* - The Clerk shall notify without charge, any newspaper, radio or television station of such meeting schedule, schedule changes or special meetings, whenever such newspaper, radio or television stations shall have filed with the Clerk a written request for such notice. The Clerk shall also notify other individuals or organizations of regular meeting schedules, changes in the schedule or special meetings, but only upon their request and agreement to pay for printing and postage expenses. The notice shall also contain the following information, to-wit:

- a. Unit of Government: Village of Berrien Springs
- b. Address: 112 North Cass Street
Berrien Springs, Michigan 49103
- c. Phone: (269) 473-6921

The Clerk shall mail all such notices pursuant to this rule by first class mail. Public notice shall also be posted on the Village's website on either the home page or on a separate web page dedicated to public notices for special meetings, and accessible via prominent and conspicuous link on the website's home page that clearly describes its purpose for public notification of those special meetings.

Section 4. Quorum, Attendance, Call of Council.

4.1 *Quorum* - A majority of the entire elected or appointed and sworn members of the Council shall constitute a quorum for the transaction of business at all Council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate notice.

4.2 *Attendance* - No member of the Council may absent herself or himself, without first having informed the Clerk of the impending absence and the reasons therefore.

Section 5. Regular Meeting Agenda

5.1 *Preparation of Agenda and Materials* - The Village President, the Village Clerk and/or other responsible administrative officers or employees at the Village Hall, shall prepare the agenda or business for regularly scheduled Council meetings. Any other member or representative of committees, boards or commissions desiring to place a matter on the agenda shall notify the Village President, the Village Clerk, and/or other responsible administrative officers or employees at the Village Hall of such items by 4:00 p.m. on the Thursday preceding the next meeting. Items that the Village President or the Village Clerk does not receive by the stated deadline shall not be considered by the Council except upon the unanimous consent of the members present.

5.2 *Distribution of Agenda and Materials* - Upon completion of the agenda the Village President, the Village Clerk and/or other responsible administrative officer or employee at the Village Hall, shall immediately distribute copies of reports, explanations, etc., that relate to business matters coming to the body. The Village President, the Village Clerk and/or other responsible administrative officer or employee at the Village Hall may distribute such material by mail or by personal delivery.

5.3 *Order of Business* - The order of the agenda for business to be conducted before the Village Council shall be established by resolution of the Village Council, with the right to adjust order of business with Council majority approval.

5.4 *Consent Agenda* - The Village President may use a consent agenda to allow the Council to act on numerous administrative or non-controversial issues at one time. Included on this agenda can be non-controversial matters, such as approval of minutes, payment of bills, approval recognition, resolutions, etc. Upon request by any member of the Council, an item shall be removed from the consent agenda and placed on the regular agenda for discussion.

Section 6. Conduct of Meetings

6.1 *Chairperson* - The President shall moderate and chair all meetings of the Council. In the absence of this officer, the President Pro Tempore, shall assume the duties of the Chair. In the absence of the President Pro Tempore, the senior trustee shall preside.

6.2 *Members* - Those members wishing to speak shall first obtain the approval of the chair and each person who speaks shall address the chair. Other persons at the meeting shall not speak unless recognized by the chair.

6.3 *Disorderly Conduct at Meetings* - The chair may call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the chair shall have determined whether the person is in order. If a person so engaged in presentation shall be called out of order, he or she shall not be permitted to continue to speak at the same meeting except on special leave by the Council. If the person shall continue to be disorderly and disrupt the meeting, the Chair may order the Sergeant-at-Arms to remove (local police department officer) the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

Section 7. Record of Meetings

7.1 *Recording Responsibility* -

a. The Clerk shall attend the Council meetings and record all proceedings and resolutions of the Council in accordance with Section 64.5 of the General Law Village Act of 1985, as amended, and the Open Meetings Act. To facilitate the Clerk preparing the written minutes of the meeting, the Clerk may choose to make an electronic tape recording of each entire meeting. Once the written minutes of the public meeting are officially adopted by the Council, the Clerk shall cease maintaining the tape.

b. The Clerk shall be responsible for maintaining the official record and minutes of each meeting of the Council. The minutes shall include all the action of the Council with respect to motions. The record shall include the names of the mover and seconder and the vote of the Council. The record shall also state whether the note was by voice or by roll call, and when by roll call, the record shall show the "yes" and "no" and abstention for each member. The Clerk shall maintain in the office of the Clerk copies of each resolution and ordinance or other matter acted upon by the Council.

7.2 *Record of Discussion* - The Clerk shall be responsible for maintaining a written record of summary of the discussion or comments of the members and of comments made by members of the public.

7.3 *Requests for Remarks to be Included* - Any member of the Council may request to have his or her comments printed as part of the record. If there are no objections by any member of Council, the comments may be included. If there is an objection to such printing of the comments, the Council shall decide the matter by majority vote.

7.4 *Public Access to Meeting Records* - The Clerk shall make available to members of the public the records and minutes of official meetings in accordance with the Freedom of Information Act. Minutes prepared by the Clerk, but not approved by the body shall be available to public inspection not more than fifteen (15) business days following the meeting or less. Minutes approved by the body shall be available within five (5) business days from the meeting at which they were approved. The Clerk shall also promptly send copies of minutes to persons who have subscribed and paid the fee thereof as determined by the Council.

7.5 *Publication of Minutes* - The Clerk shall be responsible for publication of a summary of the minutes in a newspaper selected by the Council no more than fifteen (15) days after a meeting or less.

Section 8. Committees

8.1 *Appointment* - Annually, at the second regular Council meeting in July of every year, unless a different time shall be prescribed in the ordinance or resolution creating the office, the Council shall, by resolution of a majority of members, elect and appoint members of the Council to standing committees as listed under Rule 8.2. Members of all other committees shall be by resolution of the Council, unless otherwise prescribed by statute or ordinance. The President of the Village shall be a member of all standing committees.

8.2 *Standing Committees* - The standing committees of the Council shall be as follows:

- (a) Finance and Personnel Committee.
- (b) Public Properties and Ordinance Committee.
- (c) Public Utilities Committee.
- (d) Shamrock Park Committee.

In addition, the Village Council has a representative on the following boards and commission:

- (a) Fire Board. Two Village Council Trustees serve as members of the BSOT Fire Board.
- (b) Police Board. The Village President serves as a member of the BSOT Police Commission.
- (c) Berrien Springs Community Library Board.

- (d) Greater Berrien Springs Parks & Recreation Board.
- (e) Medic 1 Board.

8.3 *Committee Duties and Responsibilities* - The duties and responsibilities of the various committees shall be established by duly adopted resolutions and/or ordinances of the Village Council.

8.4 *Committee Meetings* - Each committee of the Council shall comply with the requirements of the Open Meetings Act. Each committee shall maintain a written record of any meeting and shall deliver such record to the Clerk. The Clerk shall maintain a separate file for each committee. The record of each committee shall include at least the following: the date and place of the meeting, members attending, and any final recommendations that the committee has approved. Such meeting record shall constitute a public record in the meaning of the Freedom of Information Act and shall be made available to any persons as required by that Act.

8.5 *Citizens Task Force* - A Citizens Task Force may be established from time to time by resolution of Council which specifies the task to be accomplished and the date of its dissolution. Members of such task force shall be appointed by the Village President, subject to approval by a majority vote of the Council, and must be residents of the Village, unless the Village Council makes a specific finding that having a non-Village resident of Oronoko Township would be appropriate.

Section 9. Closed Meetings

9.1 *Purpose* - The Village Council may meet in closed session for the following purposes:

- (a) To consider the dismissal, suspension or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, when the named person requests a closed hearing.
- (b) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- (c) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- (d) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council.

(e) To review the specific contents of an application for employment or appointment to a public office when the candidate requests that the application remain confidential. However, all interviews by the public body for employment or appointment to a public office shall be held in an open meeting pursuant to this Act.

(f) To consider material exempt from discussion or disclosure by state or federal statute.

9.2 *Calling Closed Session* - At a regular or special meeting, the Council members, elected or appointed and serving, by a two-thirds (2/3) roll call vote may call a closed session under the conditions outlined in Section C.1 of the Open Meetings Act. The roll call vote and purposes(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

9.3 *Minutes of Closed Meetings* - A separate set of minutes shall be taken by the Clerk or the designated secretary of the Council at the closed session. These minutes will be retained by the Clerk of the Council, shall not be available to the public, and shall only be disclosed if required by a civil action as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one (1) year after approval of the minutes of the regular meeting at which the closed session was approved.

Section 10. Voting and Debate

10.1 *Ordinances and Resolutions* - A vote upon all ordinances and resolutions shall be taken by a roll call and entered upon the records except where the vote is unanimous, it shall only be necessary to state so.

10.2 *Roll Call* - In all roll call votes, the names of the members of the Council shall be called in rotation order as seated and the names to be called first shall be advanced one position in rotation in each successive roll call vote.

10.3 *Results of Voting* - In all cases where a vote is taken, the chair shall decide the result. Any member may call for a division and the yeas and nays shall be called upon the request of the chair or any member of the Council.

10.4 *Abstention* - No member of the Council shall vote on any question in which he has a financial interest other than the common public interest or on any question concerning his own conduct. The opinion of the village attorney shall be binding on the Council with respect to the existence of a conflict of interest. A vote may be tabled if necessary, to obtain the opinion of the village attorney. The right to vote is limited to the members of Council present at the time the vote is taken. Voting by proxy or by telephone is not permitted. Any member refusing to vote when not so required by this paragraph shall be guilty of misconduct in office.

10.5 *Conduct of Discussion and Debate* - During Council discussion and debate, no member shall speak until recognized for the purpose by the chair. After such recognition, the member shall confine discussion to the question at hand.

10.6 *Rules of Parliamentary Procedure* - The rules of parliamentary practice as contained in Robert's Rules of Order, most recent edition, shall govern the Council in all cases to which they are applicable, provided they are not in conflict with these Rules or with the Ordinances of the Village of Berrien Springs. The presiding officer will interpret and apply the rules of parliamentary practice and the presiding officer's interpretation and application shall be final and conclusive.

Section 11. Citizen Participation

11.1 *General* - Each Council meeting agenda shall provide for reserved time audience participation, as requested, in addition to an opportunity for general audience participation.

11.2 *Reserved Time Participation* - Any person or group wishing to make an oral communication to the Council may, by notifying the Village President (through the Village offices) of the subject to be communicated, not later than 4:00 p.m. on the Thursday preceding a regular Council meeting, be granted reserved time, up to three (3) minutes, for such presentation. A group may reserve time without indicating any specific speaker.

11.3 *Length of Presentation* - All presentations before the Village Council shall be limited in length to three (3) minutes per individual presentation. Unused time is not transferable. A group presentation shall be limited to one (1) speaker. The Village Clerk will maintain the official time and notify the speakers when their time is up.

11.4 *Persons Addressing the Council* - When a person addresses the Village Council, he or she shall state his or her name and home address. Remarks should be confined to the question at hand and addressed to the chair in a courteous tone. No person shall have more than once on any particular subject until all other persons wishing to be heard on that subject has had an opportunity to speak.

11.5 *Deviation* - Upon the request of a member of the Council and with the vote of the majority of the members present at the meeting, a member of the audience shall be permitted to address the Council at a time other than audience participation.

11.6 *Public Hearings* - The provisions of paragraph 2 and 5 are not applicable to declared public hearings during which members of the audience may address the Council upon the subject of the public hearing.

Section 12. Introduction, Consideration and Style of Ordinances

- 12.1 (a) Each proposed Ordinance shall be introduced in written form. The style of all ordinances passed by the Council shall be, "The Village of Berrien Springs Ordains."
- (b) Each proposed ordinance shall receive two (2) readings, which may be by title only, unless ordered by the Council to be read in full or in part. After the first reading of a proposed ordinance, the Council shall determine whether it shall be advanced to a second reading. The second reading shall not be given earlier than the next regular Council meeting.
- (c) Each proposed ordinance advanced to a second reading shall be printed and distributed to each member of the Council at least 24 hours before the meeting at which it is to be presented for a second reading.
- (d) An ordinance may be repealed, revised, altered or amended only by an ordinance passed in the manner provided in this section. An ordinance may be repealed by reference to its number and title only.
- (e) If a Section of an ordinance is amended or revised, that Section shall be reenacted and published at length.
- (f) Each ordinance shall be recorded by the Clerk, forthwith, in the "Code of Ordinances," and the enactment of such ordinance shall be certified by the Clerk therein.

Section 13. Chief Executive Officer

The President shall be the Chief Executive Officer of the Village. He or she shall preside at the meetings of the Council. The President shall be considered a member of the Council and shall have the right to vote upon any question before the Council. He or she shall from time to time give the Council information concerning the affairs of the corporation, and recommend measures which he or she considered expedient. The President shall exercise supervision over the affairs of the Village and over the public property belonging to the Village and shall see that the laws relating to the Village and the ordinances and regulations of the Council are enforced.

Section 14. Duties of the Council

14.1 The Council shall prescribe the rules of its own proceedings and shall keep a record of those proceedings. A majority of the members shall be the quorum for the transaction of business. A lesser number may adjourn and compel the attendance of the absent members in a manner as prescribed by ordinance. An office shall not be created or abolished; a tax or assessment imposed; a street, alley or public ground vacated; real estate or an interest in real estate purchased, leased, sold or disposed of; for the public improvement ordered, except by a concurring vote of two-thirds (2/3) of the members. The vote shall be taken by yeas and nays, and entered in the minutes. Money will not be

appropriated except by ordinance or resolution of the Council. An ordinance appropriating money shall not be passed or a resolution appropriating money shall not be adopted, except by a concurring vote of two-thirds (2/3) of the members.

14.2 A writing prepared, owned, used, in possession of or retained by the Village Council, the Village Clerk, or Treasurer in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act, Act No. 442 of the Public Acts of 1976 being Sections 15.231 to 15.246 of the Michigan Compiled Laws.

Section 15. Adoption and Amendment of Rules of Procedure - These Rules of Procedure of the Village Council will be placed on the agenda of the first meeting of the Council following the seating of the newly elected Council members for review and adoption, and at such other times as the Council decides. A copy of the rules adopted shall be distributed to each Council member.

Section 16. Suspension of Rules - The rules of the Village Council may be suspended for a specified portion of a meeting by an affirmative vote of 2/3 of the members present except that Council actions shall conform to state statutes and to the Michigan and the United States Constitution.

Section 17. Bid Awards - Bids will be awarded by the Village Council during regular or special meetings. A bid award may be made at a special meeting of Council if that action is announced in the notice of the special meeting.

AYES: Roll call vote: Jim Allred, Barry Gravitt, Lonna Johnson, Lance Parrish, Claudia Ruppel, Sandy Swartz and President Milt Richter.

NAYS: None.

ABSENT: None.

RESOLUTION DECLARED ADOPTED.

Sheryl A. Kesterke, Village Clerk

Milt Richter, Village President

Certification: I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Village Council of the Village of Berrien Springs, Berrien County, Michigan, at a meeting held on Monday, July 18, 2016, and that said meeting was held in compliance with Act 267 of the Public Acts of 1976.

Date: July 18, 2016

Sheryl A. Kesterke, Village Clerk